



**PEACE CORPS/ZAMBIA**  
**PROVINCIAL PROGRAM COORDINATOR: VA- 18/2020**

**Peace Corps/Zambia wishes to invite applications from suitably qualified persons to fill the position of Provincial Program Coordinator (PPC)**

**LOCATION:** Solwezi, North Western Province

**WORK SCHEDULE:** Full Time 40 hours/Week

**STARTING SALARY:** o/a ZMW 262,314.96/Annum

**General Description**

The Provincial Program Coordinator (PPC) is a full time position under the direct supervision of the Director of Provincial Operations and Program Performance (DPOPP). The Provincial Program Coordinator is responsible for coordinating Peace Corps activities in the Province. The incumbent will be the official representative for Peace Corps in the Province. He/she will be responsible for advancing Peace Corps/Zambia's mission and supporting the needs of all Peace Corps Volunteers based in the Province. The position will be responsible for the following tasks in Volunteer support, Programming & Training, Medical, and Administration.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Volunteer Support:**

- Provide technical and emotional support to all the Volunteers (PCVs) in the province.
- Respond to PCV emergencies, and coordinate appropriate logistics in coordination with appropriate staff in Lusaka (Medical and Safety and Security). Represent Peace Corps Zambia at major training events organized by PCVs, counterparts and partners including field days, workshops.
- Maintain and provide information on potential cross-sectoral partners that Volunteers may collaborate with, including guidelines on programs that fund community projects.
- Conduct a monthly cell phone check-in with all Peace Corps Volunteers (PCVs) in the province.
- Facilitate PCV contacts with Government of the Republic of Zambia (GRZ) officials and collaborating partners.
- Ensure clear and regular communications with relevant staff across the Peace Corps Zambia team.
- Coordinate planning for regional training events.
- Maintain training capacity of regional office including training equipment, facilities, references, and technical resources.
- Provide volunteers with the most current version of all necessary forms and funding applications.
- Assist Volunteers with project design and development, including the application of community assessment tools (PACA) and the steps in project design and management (PDM).
- Facilitate cultural integration of PCVs through counseling and coaching to solve problems arising due to cultural integration issues with host families, counterparts and other community representatives.

- Conduct site visits in coordination with program and volunteer support staff.

### **Programming and training support:**

Following the Peace Corps guidelines, in coordination with Project Managers and in collaboration with PCVs, host families, GRZ officials and other PC Partners, the PPC will be responsible for the following activities:

- Volunteer site identification and selection;
- Site management;
- Build counterpart and partner relations.

### **Sub Cashier:** (Designated by the Chief Financial Office/GAP)

Performing limited cash disbursements as directed by the Director of Management and Operations (DMO), proper disbursing and collecting of funds, proper accounting for funds advanced, safeguarding funds advanced, and accepting personal responsibility and financial liability for funds after successful completion of the requisite training for performing sub-cashier duties. (See MS 760 and OFMH 13)

### **Safety and Security:**

- Addresses Volunteer safety and security by adhering to Peace Corps site management policies and procedures.
- Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD).
- Assists Program Managers to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
- Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety and security-related information into site history files.
- Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security. Participates in the design and implementation of the Emergency Action Plan (EAP).
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles

### **Other:**

- Provide coordination and leadership to the Peace Corps Volunteer Leader (PCVL).
- Supervise the Provincial General Services Assistant (PGSA), General Worker, and Janitor.
- Supervise the guards to ensure consistent security for the Provincial Resource Center.

### **Required Qualifications:**

In order to be selected for this position, the applicant must be legally eligible to work in Zambia, must not have been employed in intelligence-related activities, and must submit an application that clearly documents how they meet each of the following requirements:

- Successfully completed secondary school education and advanced diploma in the field of Education Public Administration, Public Health, Agriculture (Forestry/Aquaculture), or related field is required; possession of a bachelor's degree in a related field will be an added advantage.
- Three years' work experience in Project Management, Public Administration, Public Health, Agriculture (Forestry/Aquaculture), Community Development or related field in Zambia is required. Supervisory and professional experience working in Northwestern Province will be an added advantage.
- Professional experience with a donor funded, multi-cultural organization will be an added advantage.
- At least one year of professional experience managing petty cash/imprest funds is required.

- Good working knowledge of the English language (spoken and written); good working knowledge of the Kaonde and/or Lunda languages (spoken and written) is highly preferred.
- Proficiency working with computers and software programs such as Microsoft Word and Microsoft Excel is required.
- Knowledge of Peace Corps development philosophy and the role of Volunteers in development will be an added advantage
- Must have a valid Zambian driver's license for a minimum of 5 years and a clean record. Demonstrated ability to drive manual 4x4 vehicles and use emergency equipment. Mechanical skills for maintenance and repairs is an added advantage.

Applications and supporting documentation including a typed cover letter that clearly documents how you meet each of the above requirements, CV, educational certifications, driving license, and at least three traceable references must be submitted by close of business **September 22, 2020**.

**Only emailed applications will be accepted.**

Email: [ZM01-jobs@peacecorps.gov](mailto:ZM01-jobs@peacecorps.gov) clearly stating your name and position applied for in the subject line of your email

**(E.g. John Doe, Provincial Program Coordinator)**

Only short-listed candidates will be notified and no telephone inquiries will be entertained.

The United States Peace Corps is an Equal Opportunity Employer.